TSS REACH Suite of Collaborative Learning & Communication Tools

CONNECT

For Assistance with Accounts, Training, or Implementation, Contact the TSS Reach Team:
1-800-275-2872 (option #2), ask.athd@us.army.mil , or https://athd.army.mil

***Previously known as "Breeze"**

Account holder login:
https://meet.army.mil

*Others join using a specific link provided by the meeting host.

Accounts and Use: Basic Policies and Procedures.

- Both temporary and permanent accounts will be established on the TSS Reach Connect system.
- Temporary accounts are provided for individuals who need to host one-time meetings or for learning proposes.
- Permanent accounts will be provided to a limited number of POCs per organization.
- Everyone is required to schedule use of the Connect system for meetings.
- Use of the system at any time will be subject to prioritization.

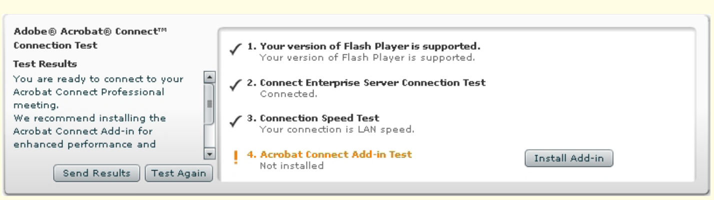
Note: This is intended as a quick reference for Meeting basics only. Aditional training for other features can be scheduled by contacting the TSS Reach team. The user guide for Connect is online at: http://help.adobe.com/en_US/Connect/6.0/AcrobatConnect/help.pdf Animated tutorials are online at: http://www.adobe.com/support/documentation/en/connect/meeting/quick_start/index.html or from your Connect Help menu.

Installation Requirements.

Three components are required for full Connect capabilities:
(1) DoD Certificates, (2) A supported version of Flash player, and (3) The Connect add-in.

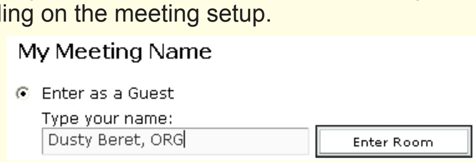
If using a government computer, you will likely have DoD Root Certificates installed. if you are not able to join a meeting, you may not have the certificates. You may access them at:
http://www.acq.osd.mil/help/rootcerts.html
Download both A and B .zip files and run both executables to install (administrative access is required).

You may test your computer configuration by going to the Meeting Connection Diagnostics page at:
https://meet.army.mil/common/help/en/support/meeting_test.htm
You will likely have a supported version of Flash, if not, installation may require administrative privileges. Installation of the add-in does not require administrative privileges.



Joining a Meeting.

For Participants who've been invited to join a meeting, you will be sent a link and instructions from your meeting host. You will likely enter as a Guest and be required to enter your name and organization. You may need to wait for the host to accept your request to join, depending on the meeting setup.



Basic Terminology.

Connect - Adobe's name for what Macromedia called "Breeze."
Meeting - A named link within Connect set up for a specific purpose
Meeting Space - The layout and features configured by the meeting host for a particular meeting.
Pod - Functional tool within Connect such as Chat, Notes etc.

Connect User Roles.

There are three user roles with different levels of permissions:

1. Host: People with accounts who create meetings typically have host privileges. Hosts can also invite participants, upgrade user roles for individuals, configure tools, arrange screen layouts, and record sessions. You may be temporarily upgraded to Host if you need to facilitate a meeting by the TSS Reach team.

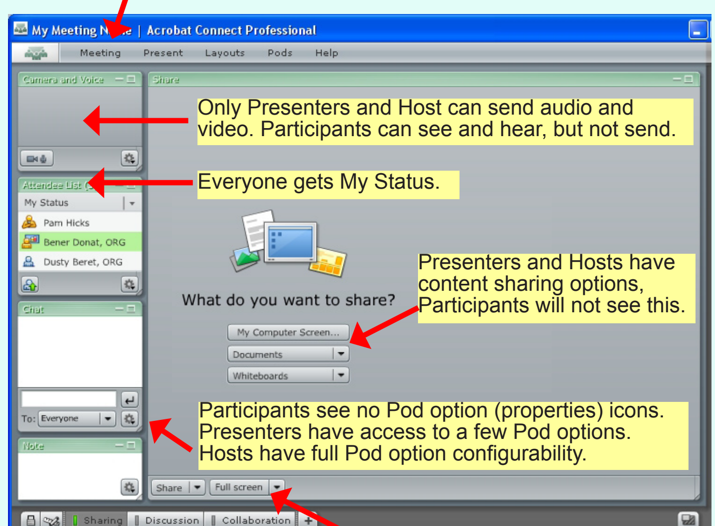
2. Presenter: Anyone who needs to use audio or video or share content needs to be upgraded to Presenter. The host can do this after someone joins the meeting, or have the meeting set to automatically do this for all participants.

3. Participant: Participants mostly have view-only privileges, but they can also chat, and make content windows full screen depending on how the host has set up the meeting.

Default Screen Layout - Sharing.

What you see on the screen will depend on your user role. Only Host roles see the full set of menu options. Presenters and Participants will only see a subset of Meeting Menu options (with audio and camera setup) and the Help menu.

Only the Host has the full menu set including full Layout and Pod (tools) configurability. Presenters and Participants only get a subset of the Meeting menu and Help.



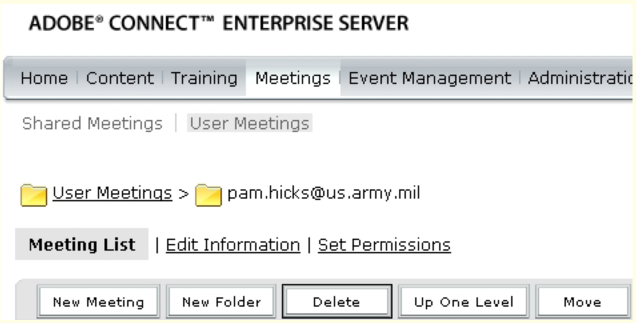
Only the Host can switch between the preconfigured layouts and toolsets from defaults or custom layouts and tools they have selected for specifiic meeting or learning activities.

Everyone may have the ability to make the content Full Screen, depending on settings configured by the Presenter or Host.

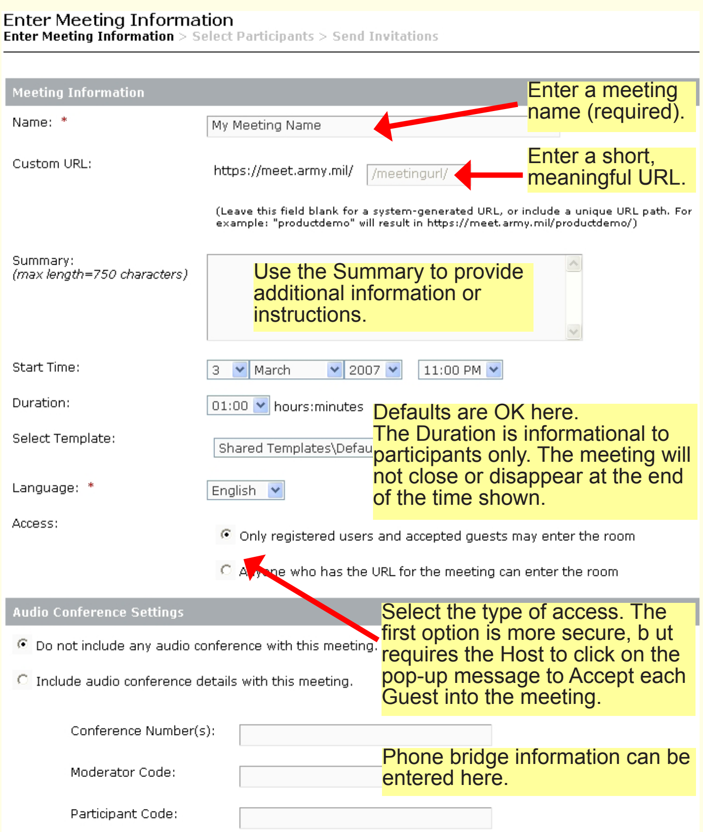
Creating a Connect Meeting.

Account holders can set up meetings within their space. For more globally accessible Shared meetings, you will need to contact the TSS Reach team. Participants can be invited the same for both, but access to content or recordings for other account holders only works with Shared meetings.

To create a meeting, go the the Meetings tab, then select the New Meeting button.

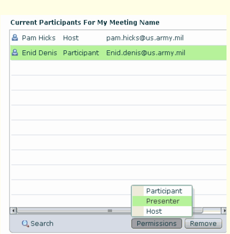


For a New Meeting, you will need to fill out the form for Meeting Information. Important fields are noted below.



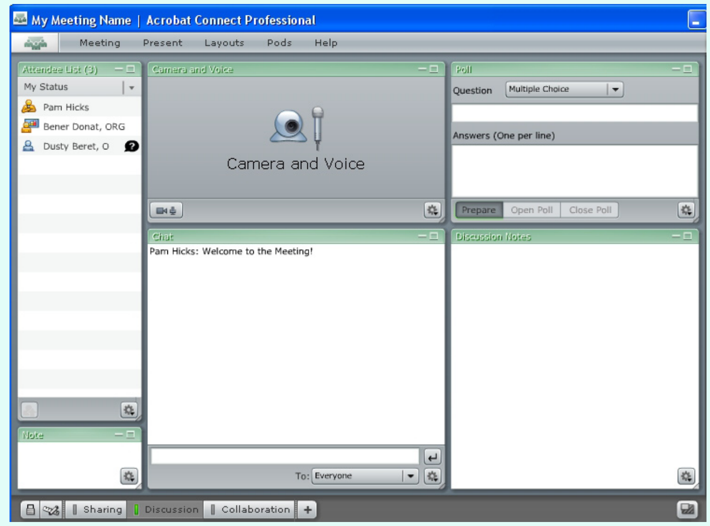
After setting up basic information, click Next and follow the setup wizard instructions to add Participants from the account holder list, and configure email. To invite Participants not on the account holder list will require you sending the link with information in separate email.

The meeting Host can go back at any time to change information about a meeting including change account holder roles associated with a meeting. It would be necessary to make someone else a Host if they were going to start a meeting and allow access for Guest participants.



Arrange Screen Layout.

Meeting can be arranged by the Host in any way that suits the meeting or learning purpose. Defaults for the Sharing, Discussion, and Collaboration layouts can be used, another default can be created, or each one can be customized.



The layout can be changed by dragging the sides of each pod to resize or by dragging the pod title bar to move and rearrange. Pods can be removed by clicking the dash in the upper right corner of the pod. Pods can be added by selecting from the Pods menu. Properties for each pod can be set using the pod options button in the lower right of each pod.

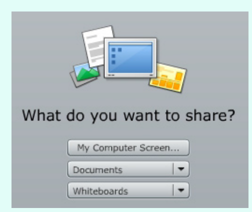
Use of Audio and Video.

Presenters and Hosts can turn on their Audio and Video. Everyone can access the Audio Setup Wizard and Select Camera options on the Meeting menu to setup and test equipment.

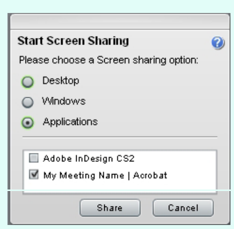
Turn on Audio and Video by clicking the icon on the lower left of the Camera and Voice pod.

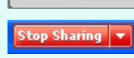
The icon changes to three icons, to Stop Audio/Video, to Pause the camera image, and to control audio by holding to talk or clicking the lock for a hands-free open microphone.

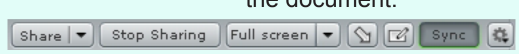
Sharing Content.



Three selections are available for content sharing: My Computer Screen (Desktop and Application Sharing), Documents, and Whiteboard. To share an application, have it open, then select it from the list and click Share. Click Stop Sharing when you are finished. Share Documents from your Computer or the Connect Content repository. Once the document is uploaded and converted to flash format, you will have icons at the lower right of the content screen. The icon to the left of the Sync icon is for Whiteboard Overlay and a toolset of markers and text can be used to mark up the document.







Recording.

The Host can Record a meeting by selecting Record from the Meeting menu, giving the recording a name, and putting a check to record telephone audio if necessary. Note that only account holders with access can view the recordings.

Training. Contact the TSS Reach team to schedule hands-on training for Connect. 1-800-275-2872 (option #2), ask.athd@us.army.mil , or https://athd.army.mil